Preparing for Michigan/1 Migration Webinar
March 2008
Presentation Notes

Slide 1:
Welcome to our training Webinar on the Michigan/1 Conversion project. Some of you may have already heard the term Michigan/1 or M/1, or know a little about the project because other state employees in your office have already made the conversion to M/1. But to many of you, this may be the first time you have heard anything at all about the project. Basically, Michigan/1 or M/1 service we use the term interchangeably, is the State's effort to standardize and consolidate many of its computer systems. It is felt that by reducing the number of different computer system and different operating systems, support costs will be reduced and service levels will be improved. For us as users, this means that we will be converting to Windows XP as our operating system, and Microsoft Outlook as our email system. This Webinar is intended to give you an overview of MI/1, how the conversion will affect you, and what you need to do to prepare for this switch to Window XP and Microsoft Outlook.

I mentioned that some of you might already know about M/1 because other state employers in your office may have already converted. For example in the last several months, Michigan Rehabilitation Services staff has all converted to M/1. This includes all of the BWP staff who work for MRS through the joint workforce initiative. So if you are one of those BWP-MRS joint workforce initiative people, you have already converted to M1 and may be able to share with us some suggestions about how to make this process go a little easier.

I also wanted to mention that some BWP staff will not be converting to M/1 at this time. Staff in the WIA, WR & TAA units, because they use a fiscal program called Dataflex, will not be part of our current migration to M/1. We have found that the dataflex program will not function in the new M/1 software environment, so until the problem is worked out from the IT side, or until the Data flex program is replaced, those users will remain in the current Novell and GroupWise environment.

Similarly, Employment Central of Detroit contract staff, because of the changes in the contract with the Detroit MWA, will not be part of this M/1 migration. So WIA, WR, TAA and Employment Central staff, you should listen and familiarize yourself with the M1 changes, but none of this will immediately effect buffet you.

Ok, I mentioned that one of the goals of today's webinar is to help you to prepare for M/1. One of the tasks that we will be mentioning, and I can't stress this enough, is the responsibility of each employee to back up or save their data files before you are converted to M/1, so that you can have access to those files after conversion. Whether you save those files to a network device or a flash drive or whatever, your data needs to be somewhere other than your computer hard drive, because that computer is either going to be replaced, if you are receiving a new computer, or the computer drive will be completely wiped out and re-imaged with this new M/1 software. DIT will not save each employee's data; the employee must do it prior to migration.

We do not have an exact time table for migration at this time. We are still working with DIT to test our programs in the M/1 test lab. Once testing is completed, we will have several employees in different work areas migrate to M/1, to try and work out any unexpected that may arise in the real world migration to M/1. Once these pilot migrations are complete, DIT will be

able to schedule the migration for the rest of the staff. I do not expect that this final phase can start much before mid-April, and could be pushed back even later than that.

This webinar is intended to help BWP employees prepare for the eventual M/1 migration. I will now turn things over to Brian Waters to give you more specifics about the process.

Slide 2:
The first part of this presentation is to give you instruction on how to move work related files off your local disk and move them to a network drive or your USB flash drive.

Other steps covered in today Webinar include:
- Changing your default location in MS Office products.
- Making a copy of your desk top.
- Saving your Internet Explorer favorites or bookmarks.
- And, changing the default location for your e-mail archive, if necessary. Some people in the field will not use this option, because they only use a web based GroupWise and do not archive their e-mail.

Slide 3:
What does it mean? For one, it means that state employees can login to any state computer that has been converted to M1, not just your personal workstation. It means that state computers will be more secure through a Automated Software Delivery and a consolidated Anti-virus system. DIT will be able to deliver operating system patches and updates so your operating system will be up to date. And, it means DIT will be able to deliver and maintain application software, thus, not having to travel to your workstation to perform these tasks.

Despite all these technical changes listed here, what it boils down to is that we will go to a new managed Windows XP and we will be using Outlook for our e-mail.

Slide 4:
Listed here are the most notable changes. Such as:
An automatic screen saver that is password protected. This will be activated after 10 minutes of inactivity. This is a feature that can not be turned off, so if you do not want the screen saver to activate you will need to move your mouse or type on the keyboard every few minutes.

No more Games on workstations – Games are not in any M/1 ADOPT image. If you would like additional reference material please see– DIT's Acceptable Use Policy for state computers.

Also, we will move to Outlook as an e-mail program. The only thing I know DIT will not convert to Outlook from GroupWise is your Personal Contact lists, so you will need to print them out so you can recreate them later. We will discuss this and many more features on Outlook in the Webinar on Conversion from GroupWise to Outlook that should be scheduled sometime in April.

Finally, desktops will no longer have ADMIN rights. Users will have the ability to make some changes to their machines, such as changing a different printer, but will not be able to add or

remove software programs. Moreover, personal peripherals (such as personally owned digital cameras or PDAs for example) will not be supported.

Slide 5:
Before you get your new computer or your old one is migrated to M/1 there are a few things that need to be done. One, is to make a screen print of your desktop, mapped drives and printer so DIT can try to recreate these links on your migrated pc.

As I mentioned in the previous slide, you will need to print out your personal e-mail groups so you can recreate them in Outlook. During the migration process your current personal e-mail groups will not be automatically transferred to Outlook.

You will also need to delete all unnecessary files and e-mails in GroupWise, and empty your Recycle Bin and delete all unnecessary files from all other sources. Getting rid of all these unnecessary files helps ensure that only necessary files will be transferred to your migrated pc. Also, please read through the ***Preparing for M/1 Migration*** document that was sent out on Wednesday. This document gives more detail on the various topics that we will discuss today.

For those of you who have more that one work site, you need to remember that only your primary workstation pc will be migrated to M/1. This means that administrative stuff like DCDS, will only be available on your primary pc.

Finally, transfer your work related files to your network drive, so you will be able to retrieve them after the migration process. This is a very important step, because once the migration process is complete you will not be able to retrieve these files from your pc.

Slide 6:
DIT will call and setup a time to come to your work location and either setup your new computer or perform the migration to your old computer. While the technician is there please be patient because it would take a couple of hours.

While the technician is there please make sure VPN works properly, if you have a VPN account, and that you can navigate to all of the new mapped network drives. Verify that your favorites or bookmarks have been restored. And finally, make sure you can print to your local printer.

Slide 7:
After the migration process there a few simple things we would like you to do so we can determine if we need to send a technician back out to your work location. One, we would like you to verify that you are able to open e-mail and attachments, and access Archives. Again, please verify that all of your day-to-day business applications are working properly. Make sure VPN works properly and that you can navigate to all of the new mapped network drives. Finally, make sure you can print to your local printer.

Slide 8:
Several help documents are available. Three of these documents were e-mailed to you yesterday. They are:

Preparing for M/1 Migration, a document that gives further detail on the topics we are discussing today.

M/1 Adopt and You Frequently Asked Questions

Migration to Outlook Manual, this document will give further detail on Outlook and its features.

And, a Outlook 2003 quick reference guide, this is a laminated document that was sent to most employees. If you did not receive a guide please contact your supervisor and have them contact us.

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Slide 9:
No notes

Slide 10:
The purpose of the file transfer is to provide YOU a way in which you can transfer your personal files to your new computer with as little aggravation as possible. Doing this transfer will allow you to retrieve them after the migration process. If you know where your personal files are, move them to the H: drive or your USB flash drive, and skip this procedure.

In general, when we refer to a H: drive we are referring to a personal network drive for just that employees use.

Many staff in the field currently do not have an H: setup at this point, but we a re working with DIT to resolve this issue. Before the migration process we will make sure you have access to a network H: drive, and we will send instructions to you on how you can access your drive.

Slide 11:
Before we begin to transfer your files we need to prepare by cleaning up your current "H" and "C" drives. Please note that this procedure is for people that currently use an H: drive.

If you want to find old data quickly you can sort by date. If necessary, delete or copy files that are old or no longer needed to USB flash drive.

To avoid confusion with files already on your H: drive you can also create a "history" folder, however, this is optional. This way you will be able to

Move current files/folders to your H: drives "history" folder, and prevent losing data by overwriting file with same name, or prevent duplicate files/folders.
Also, make sure you are only moving work related files to network storage.
Do not move **non-work related files** to the network – especially:

Image files
 or
Music files – unless they are work related

Slide 12:
Now lets actually talk about the process of moving your files.

To move your files from your local drive to the network location, you'll need to begin by

Clicking on <START>(click mouse) then <Programs> (click mouse) then <Accessories> (click mouse) then <Windows Explorer>.

Note: Sometimes the Windows Explorer icon has been moved. If you don't find the Windows Explorer icon using the above command, try the desktop or the taskbar. (next slide)

Again, it is your responsibility to move your files, DIT will not do this procedure for you.

For those of you who know were your personal files are or what folder you need to move, you may skip these next few steps.

Slide 13:
Once the Windows Explorer has been launched, it should bring you to a screen that looks like this.

Make sure you are inside the <My Computer> tab. If you are not, just click on your drop down arrow, to find it. Then click the <Local Disk(C)> so it is highlighted. (click mouse) Once this is done click on the <Search> button on the top of the screen. (next slide)

Slide 14:
After clicking the <Search> button, you should get a screen that looks something like this.

In the <Search for files or folders named box, type an <asterisk> <period> <file extension> of the file type to be searched, (in the example here we are using **.doc**, which is a Word Document)

Make sure the <Look in:> box is searching for your files in the <Local Disk (C:)>. If it isn't, click on the arrow at the right of the <Look in:> box, and select <Local Disk (C:)>.

Click the <Search Now> button at the bottom of the screen. (next slide)

Slide 15:

After the search is completed, you should get a screen that looks something like this.

Select the files you want to move by clicking on them as you hold down the <CTRL> key. (click mouse) This will highlight the documents that you would like to move.

Right-Click or go up to Edit and select to Copy to copy these files. (next slide)

Slide 16:
After selecting the file you want to copy, you will need to open up your personal space on the H: drive. You can do this by going to your desktop and clicking on the My Computer Icon. (click mouse)

Double-Click on the H: drive and it will open it up to a new window.

Right-Click or go up to Edit again, and select Paste to move these files to your H: drive. You can use the same process to save the files to a USB flash drive. Continue this for all the files you want to move from your C:/ drive.

REMEMBER: Once you move your files, you will need to look in their new location to retrieve them in the future.

Please insure that all work related files are moved to a network storage location. Files and folders remaining on your local disk "C" will not be transferred during the migration process.

Once again files and folders that are not work related will not be migrated!! (next slide)

Slide 17:
Listed here are some of the file types that you may want to search for.

If you have other specialized software that writes files to your C:/ drive, determine the file extension that the software uses, and search for those files as well.

Again, if you know where your files are and you know what you want to move, you don't have to go through this search process.

Slide 18:
No notes

Slide 19:
Moving on, during the migration process, DIT will make an attempt to restore your desktop icons to your new desktop. For them to do this they need a picture of your current desktop.

Before your scheduled Migration Date,
1. Close all applications so that your desktop is visible.
2. Hold down the <ctrl> key and press the <print screen> key.
3. Launch MS Word, and open a new blank document.

4. Perform a paste on the new document. The desktop image should display on your document.
5. Finally, print out a copy of your desktop and place it next to your PC the night before your migration.

Please note that only shortcuts to programs will be replaced onto your desktop by DIT staff.

Slide 20:
Now that you have moved your files you may want to have your programs automatically save them to your network drive.

This example uses the Microsoft Word application. Most Microsoft applications will look similar to this. However, completing this for one Microsoft application will not change the default for the others. You must do this for each application that you want to change the default file save location. Please note that Microsoft FrontPage cannot be modified.

Slide 21:
To begin open up the application you wish to change. I'm going to use Microsoft Word for our example.
Then select Tools and then Options from the application dropdown menu. (click mouse)
After selecting <Tools> <Options> a screen like this should appear.
Click on the <File Locations> tab.
After clicking the <File Locations> tab, the Options screen shows, in detail, where various files are stored.
Select <documents> in the Options screen. Then Click the <Modify> button. (click mouse)
Here you will modify the default location where you want your future documents to be saved.
We want to save them in the H:/ drive. So select your H:/ drive by clicking on the drop down menu.
Press the <OK> button.
Close the Options screen by clicking on the <Close> button.
You are now finished updating this application. Remember you must do this for each application that you want to change the default file save location for. (next slide)

Slide 22:
You will also want to save your favorite's or bookmarks. These next steps will allow you to save your favorites from Internet Explorer, and transfer them to your new computer's Explorer program.

The first thing you will need to do is open up your Internet Explorer. Click on <File> then <Import and Export>,(click mouse) a pop up screen will appear like the one you see here. Click Next to continue. (next slide)

Slide 23:
After clicking on Next, a pop up screen will appear. This will look like the screen in our upper left hand corner. Click on Export Favorites, then Next. Another screen will appear and, at this point you, will want to Select the folder Favorites and click next again.

You will then see a screen that looks like this one down in the lower left hand corner. On this screen you are selecting were you want your Favorites to be saved. Click on the <Browse> button so that another screen appears. On this screen select the H: drive from your drop down menu and click <Save> so your Favorites will be saved with all your other documents on the H: drive. Once you have clicked save it will bring you back to the previous screen where you will then click <Next> and then <Finished>. (click mouse)
Once you have finished you should go to your H: drive from your My Computer icon and check to see if there is a file that looks like this one. (click mouse) If you see this file you have successfully saved your Favorites. (next slide)

DIT is supposed to transfer these favorites to your new computer, so make sure that you check to see if the technician performed this task.

Slide 24:
No notes

Slide 25:
GroupWise allows you to archive your old e-mails for storage purposes. If you have **not** been archiving to the Hard drive (C:) of your PC, you do not have to go through these steps.

If you don't know if you archive your e-mail we will show you how to check in the next couple of slides. Or, you can go to File and select Open-Archive. If you see e-mails then you do archive your e-mails, otherwise you don't archive e-mails.

If you use only the web-based version of GroupWise you will not need to do these steps, because you do not archive your e-mails.

Slide 26:
Open up your GroupWise application and Select <Tools> <Options> from the dropdown menu.

After selecting <Tools> <Options> a pop up screen will appear. (click mouse)
Select the <Environment> tab by double clicking on it. (next slide)

Slide 27:
In addition to your work files that you moved to the H:, you will also need to move your archived e-mails to your H:.

To find out were the data is being stored click on the <File Location> tab. The Archive Directory location is where you are currently saving your achieved files. In this case the file is located on the C: directory in a folder called "data", and within that folder is a subfolder called "Archive". This is the folder you want to copy to your H: drive.

Again, you can simply copy and paste the folder to your H: drive.

Slide 28:
Now we need to redirect were future archiving will go.

Back at the File Location tab. Click on the <yellow folder> located on the right hand side. (click mouse)

After pressing the <Yellow Folder> button you should receive a file browser screen. Find and select the H: drive and then press the <OK> button. (click mouse)

Verify the file location is now on the network drive.
Press the <OK> button to complete.

Slide 29:
I want to thank everyone for attending today's webinar. I know we have presented a lot of topics today, and I hope everyone has had a chance to ask any questions you have about M/1. Before we leave today, I wanted to again mention just a few points:
     -The M/1 migrations will mean that staff will be converting to Windows XP and Microsoft Outlook.
     -Employees will be responsible for moving their work related files off of their computer, so they will have access to them after migration.
     -Groupwise email and appointments will convert over to Outlook, but your personal email groups will not. As we discussed, each employee must print out their email groups and then re-create those groups once they are migrate to Outlook
     -And speaking of Outlook, we are planning to have several training webinars on Outlook in early April. Look for announcements for those webinars in the coming months.
     And finally, I wanted to mention that new computers are starting to be shipped to many staff in the field. We ask that you set those computers aside for the time being, in a secure location if possible, until you are migrated to M/1. In those Michigan Works locations where we have more than one BWP employee, the computers have all been shipped in one employee's name. Sorry, it doesn't mean that employee will be receiving more than one computer; it means that DIT will contact that person to coordinate the migration for employees in that office.

Slide 30:
No Notes

Slide 31:
No notes

Slide 32:
No notes.